

Hampton Arts



THE CHARLES H. TAYLOR ARTS CENTER

4205 VICTORIA BOULEVARD

HAMPTON, VA 23669

757-727-1490

FAX: 757-727-1167

E-MAIL: ARTSCOM@HAMPTON.GOV

HAMPTONARTS.NET

RENTAL POLICIES

In order to meet strict security and insurance requirements, the following policies have been adopted by The Hampton Arts Commission and the Hampton Arts Foundation for use of The Charles H. Taylor Arts Center.

1. RENTAL RATES

- a. For all groups or individuals, a rental of \$50 per hour will be charged for use of the building or any part during normal working hours (Tuesday – Friday 10 AM – 6 PM, weekends 1-5 PM).
- b. For receptions, gatherings, meetings or other events after normal working hours, or necessitating the closing of the building to the public, the rate of \$500 shall apply for each event. A \$100 cleaning deposit is also due upon reserving the date. All or part of this deposit will be returned dependent on the condition of the building following the event. All evening events must be over by midnight, including clean up.

2. PAYMENTS AND CANCELLATION POLICIES

For receptions and meetings described in 1.b. above, a deposit of one-half the rental rate (\$250), plus \$100 cleaning deposit (\$350 total) is required to reserve a date. The \$250 portion of the fee will be applied to the rental rate. The date shall not be held in reserve until the deposit is received. Applications for rental of the building may be made up to one year in advance. The balance of the rental fee is due and payable on the day of the event.

Cancellation Policy:

If the renter cancels the event more than 30 days before the scheduled date of the event, the deposit, less a \$25 processing fee, shall be returned.

If the renter cancels the event less than 30 days before the scheduled date, none of the deposit shall be refunded.

The Director of The Charles H. Taylor Arts Center/Hampton Arts Commission reserves the right to cancel an event due to scheduling conflicts, inappropriate use of the building, or other cause. In such a case, the deposit shall be refunded to the renter.

3. OTHER POLICIES AND RESTRICTIONS

Smoking is prohibited in the building. Any use of candles is also prohibited.

The Charles H. Taylor Arts Center, Hampton Arts Commission, Hampton Arts Foundation and the City of Hampton cannot be held liable for any injuries sustained by the renter, or the renter's guests, or the renter's caterer, or delivery people during delivery, set up, clean up, or the event itself. In addition, The Charles H. Taylor Arts Center, Hampton Arts Commission, Hampton Arts Foundation and the City of Hampton cannot be held liable for the theft or destruction of any personal or rental property belonging to the renter or any member of the renter's party.

The Charles H. Taylor Arts Center and Hampton Arts Commission must be notified at least 24 hours in advance of any changes in hours.

The renter is responsible for obtaining all applicable licenses and permits.

The renter shall be responsible for any damage sustained to the building, the art contained therein, or the premises, whether such damage is caused by the renter, the renter's guests, caterers, or delivery people, during the hours of the event, or during delivery, set up, or clean up.

Arrangements for caterers, musicians, florists and any other services must be coordinated with the Arts Commission staff. An on-site meeting at least one week prior to the event with the renter, the caterer, and the Arts Center staff is strongly recommended.

The renter is responsible for arranging for set up before and clean up of the building after the event, including, but not limited to placing and replacing tables and chairs, disposing trash in the dumpster, vacuuming carpeted areas, and removing or washing dishes and utensils. All clean up must be completed before leaving on the day of the event.



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CONTRACTUAL RENTAL AGREEMENT

This document will confirm the terms of the agreement between:

and The Hampton Arts Commission/Charles H. Taylor Arts Center for rental of the building on:

_____ (day & date)

from _____ (set up time) to: _____ (end time, including clean up)

for: _____

Lessee hereby agrees to pay The Hampton Arts Commission the sum of \$500 (five hundred dollars) for this rental. Such payment shall be made as follows: (Make all checks payable to **HAMPTON ARTS**

1. a deposit of \$350 (two hundred fifty dollars plus \$100 cleaning deposit)) to hold the date, and
2. the balance of \$250 (two hundred fifty dollars) on the day of the event _____.

Until the deposit is received, the date can be made available for other rental. If the renter cancels the event more than 30 days before the scheduled date of the event, the deposit, less a \$25 (twenty-five dollar) processing fee, shall be returned.

If the renter cancels the event less than 30 days before the scheduled date, none of the deposit shall be refunded.

All or a portion of the \$100 cleaning deposit will be returned to the renter, dependent on the condition of the building following the event.

Lessee agrees to abide by rules outlined in the rental policy form, which is an integral part of this agreement. Arts Center staff agrees to provide services requested and approved on the rental request form, also an integral part of this agreement.

Agreed to by

Scheduled with:

 Renter name & date

 Hampton Arts (name & date)

Approved, this _____ day of _____, 200__.

 Director
 The Charles H. Taylor Arts Center



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RENTAL REQUEST FORM

Date: _____

CONTACT PERSON: _____ Organization: _____

Address: _____

Telephone: _____ daytime _____ evening

TYPE OF FUNCTION: _____ DATE OF FUNCTION: _____

START AND END TIMES OF FUNCTION: _____ (including set up and clean up)

FEE QUOTED: \$600 (includes \$100 cleaning deposit, all or part of which may be refunded)

Equipment/Furniture/etc., requested:

- ____ P.A. System (one microphone, stand, and amplifier/speaker)
- ____ Folding Chairs (50 maximum)
- ____ 2 small wooden tables
- ____ 6 foot table(s) 10 Maximum

Comments/Special Requirements:

Agreed to by

Scheduled with:

Renter name & date

Hampton Arts Director (name & date)



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CONTRACTUAL RENTAL AGREEMENT FOR MEETINGS HELD DURING REGULAR HOURS

This document will confirm the terms of the agreement between:

and The Hampton Arts Commission for rental of The Charles H. Taylor Arts Center on:

_____ (day & date)

from _____ (set up time) to: _____ (end time, including clean up)

for: _____

Lessee hereby agrees to pay The Hampton Arts Commission the sum of \$50 per hour for this rental. Such payment shall be made as follows:

1. a deposit of \$25 and \$50 for the first hour to hold the date, and
2. the balance is due on the day of the event. _____

If the renter cancels the event more than 30 days before the scheduled date of the event, the deposit shall be returned.

If the renter cancels the event less than 30 days before the scheduled date, none of the deposit shall be refunded.

Renter agrees to abide by rules outlined in the rental policy form, which is an integral part of this agreement. Arts Center staff agrees to provide services requested and approved on the rental request form, also an integral part of this agreement.

 Renter name & date

 Hampton Arts Director (name & date)

Approved, this _____ day of _____, 200__.

 Hampton Arts Director